



JOB DESCRIPTION

Job Title: Victim Witness Advocate

Job Code: 1509

FLSA: Non-Exempt

Effective Date: September 4, 2006

NATURE OF WORK:

Provides support and guidance to victims and witnesses as their cases move through the criminal justice system in Gila County; coordinates Victim Compensation Program activities.

DUTIES AND RESPONSIBILITIES:

- Serves as an advocate to victims and witnesses; assesses and prioritizes needs of victims; maintains regular contact with victims; provides victim case status reports; mediates and resolves victimization problems.
- Communicates with victims, victim representatives, County department heads, officials from other State agencies; behavioral health agencies and hospitals, insurance companies, court administration personnel, and law enforcement agencies regarding victim cases, restitution issues and the Victim Compensation Program.
- Escorts victims/representatives to court proceedings; informs victims/representatives of court proceeding dates and times; explains court proceedings and responds to inquiries from victims/representatives.
- Documents and maintains victim files and information regarding court proceedings.
- Serves as Victim Compensation Program Coordinator; schedules program meeting dates and informs board members; prepares meeting agendas and case history notes; oversees board meetings in accordance with Arizona Criminal Justice Commission guidelines.
- Compiles Victim Compensation Program applications; interacts with providers to complete applications; prepares demands for payment; mails out disbursements and rejection letters.
- Provides information and responds to inquiries from the public in relation to the Victim Compensation Program.
- Prepares victim grant reports in compliance with reporting requirements; maintains statistical grant information; compiles and coordinates quarterly and yearly reports for the Victim Compensation Grant, Victim Assistant Grant, and Victim Rights Grant.
- Coordinates with attorneys to ensure victims are prepared and available for trial.
- Schedules and coordinates interviews and conference calls with victims, prosecutors and investigators; maintains log of phone calls from victims/representatives.
- Tracks hearings and court dates; escorts victims/representatives to hearings; arranges travel reservations for victims/representatives to attend trials and/or meetings with prosecutors.
- Conducts case research and collects data in relation to victim notification and restitution issues.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; requires working with the public; may work under stress of deadlines; may require travel to other County locations and to transport witness.

EMPLOYMENT STANDARDS:

Associate's Degree in Criminal Justice Administration or a related field; five (5) years criminal justice/victims rights experience; or equivalent combination of education, training and experience.

A valid Arizona Driver's License.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Criminal justice principles and procedures; court proceeding activities; victim rights practices and standards; victim compensation programs; grants available for victims rights and victim compensation; grant reporting compliance requirements; methods for conducting case research and data collection.

Ability to: Communicate effectively with individuals who have been victimized; provide support and assistance to victims and their representatives; liaise with relevant parties in relation to victim cases and restitution; coordinate and provide information regarding victim compensation programs; prepare grant related reports in compliance with reporting requirements; maintain accurate records, files and documentation; coordinate hearings and court dates.

Skills in: Serving as a victim/witness advocate and coordinating victim compensation programs.